

Payroll Check Reversals

XREF87

REPORT PURPOSE

The report provides agency payroll offices with a list of employee ACH Stops/Payroll Check Reversals entered on the P130 Check Reversal / Stop Payment since the prior payroll run.

REPORT FREQUENCY

The report is produced and distributed with every final payroll run.

MANAGEMENT CONTROLS

X	Legal compliance	X	Reliability of information
X	Separation of duties	X	Access and accountability (physical security)
X	Audit compliance and resolution	X	Reasonable assurances and safeguards (waste, loss, and misappropriation)

RESPONSIBILITIES

An OSPA staff member reconciles the report after each run.

Agency payroll staff should compare the report to their documentation that requested the check reversal or ACH stop. Attach the documentation to the report and file to create an audit trail.

REPORT INFORMATION DETAILS

The report is sorted by agency and employee name, with a page break with each agency. It includes agency number, EID, employee name, payroll set number, check date, gross pay amount, net pay amount, and ACH routing/transit and account numbers.

The report also includes agency totals for the number of reversals, gross pay amount, and net pay amount.

OSPA Reference Manual

OSPA Reports

Payroll Check Reversals

REPORT MESSAGE CODES

Code	Message with Code	Description
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SECURE STORAGE AND DESTRUCTION

The report contains confidential account information and requires secure distribution, storage, and destruction.

DATAMART ASSOCIATIONS

This information is not available through the OSPA Datamart. Please contact OSPS to inquire about obtaining a duplicate report if necessary.

OTHER INFORMATION

REVISION HISTORY

Date	Rev. No.	Modification
10/12/06	1.0	Original